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24 Mar 1952

TO : All Area Records Officers

FROM : CIA Records Administration Officer

SUBJECT: Mail Service Questionnaire

1. To assist us with planning mail service to all components in the Headquarters Building, please complete and return the attached Questionnaire to me by _____. Your response will indicate how many Courier pick-up and delivery points you need for all organizational components in your area by floor and room number.

2. In making your response on the Questionnaire, keep in mind that we plan the establishment of Courier Posts and mail handling facilities on each floor of the Headquarters Building. These Courier Posts will provide mail service to offices on a regular scheduled basis. The completed Questionnaire should include all courier service needs anticipated in the foreseeable future and be based on the following assumptions:

a. That courier services can be made available for delivery of material to any organizational level.

b. That your office does not have an internal mail delivery system by your own Courier service or by Mail and File Clerks who deliver and pick-up mail on a part time basis.

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Attachment:
Mail Service Questionnaire (2 copies)

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